



Achieving Success Together

**BROWICK ROAD PRIMARY AND
NURSERY SCHOOL
WYMONDHAM**

**POLICY STATEMENT FOR
CHARGING AND REMISSIONS**

Approved by Governors: 13/07/2018
Review – 2019

Charging Policy

Charges for School Activities

Legislation allows schools to charge for certain activities which take place both inside and outside school hours. Norfolk County Council has adopted a policy, which the governing body has decided to follow and is set out below. The School's charging policy is also described in its brochure, which can be obtained from the school and is on the school website.

These are the activities and materials for which there is a charge:

- Clubs run by organisations outside schools eg. French, football, tennis.
- Replacing lost or damaged items of school property.

We ask parents to contribute towards the following:

- Materials used in after-school activities
- Educational visits – this includes visiting performers to school as well as trips out of school

Fundraising events also help to support some of these activities.

Freedom of Information Act

Payment for information under the Freedom of Information Act will be made in line with school policy. Details will be given at the time of the request.

Parents who have difficulty meeting any charges should discuss the matter in confidence with the headteacher.

Refunds Policy

- The full contribution to an activity will be refunded if a child is absent due to illness.
- If a trip has to be cancelled parental contributions will be refunded.
- If contributions to an activity exceed the total cost a refund will be given, if excess is over £3 per child.
- Excess income less than £3 per child will be paid into the school's account.
- Excess of expenditure will be funded by the school budget.